



## **Director of Finance & HR**

### **Macon County Conservation District**

**Contact Name:** Lisa Trujillo  
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**Contact Phone:**  
**Closing Date:** 2024-01-29  
**Salary:** \$90,000-100,000

#### **Description:**

Job Title: Director of Finance & HR  
Reports to: Executive Director  
Status: Full-Time, Exempt  
Date: November 28, 2023

#### **COMPANY SNAPSHOT**

Our mission is to promote the conservation of natural and cultural resources by acquiring, maintaining, and restoring areas of natural and cultural significance within Macon County, and to protect and preserve those spaces for the education, recreation, and enjoyment of all its citizens in perpetuity. The vision for the Macon County Conservation District is to continue to build an organization that has strong ties to the community, encourages stewardship of our land, inspires, captivates its users and balances the need to connect people with nature while protecting our natural resources giving them the opportunity and experiences that are full with healthy activities where people can enjoy, have fun, learn, recreate and live their best lives.

#### **POSITION SUMMARY**

We are seeking a Director of Finance and HR who will be responsible for the fiscal and personnel management functions for the Conservation District. The incumbent will act as a liaison to affiliated organizations, community groups, and other units of government, representing the District positively and ethically to visitors, patrons, and staff. The position reports to the Executive Director.

#### **KEY RESPONSIBILITIES**

#### **FINANCIAL MANAGEMENT:**

- Prepare, monitor and control departmental operating and capital budgets.
- Coordinate purchase of department supplies, materials and equipment.
- Invest Conservation District funds per policy and governmental regulations.
- Coordinate the preparation of the annual budget with all departments.

- Prepare and file budget and appropriation and tax levy ordinances and supporting documents.
- Prepare financial analysis and internal audits as needed including cash receipts, reports and controls on Programs, concessions and revenue facilities.
- Prepare and file state and federal reports.
- Coordinate bank and general ledger reconciliation.
- Review and maintain financial software programs.
- Coordinate registration system.
- Prepare monthly financial reports for the Board and staff.
- Prepare annual treasurer's report.
- Prepares for and serves as the District's liaison to the auditors for the annual audit, reviews audit findings and implements recommendations, files audit with appropriate state and local offices.
- Prepare financial reports, monitor transactions and insure preparation of state and federal reports for the Conservation Foundation.
- Coordinate and oversee financial procedures related to construction contracts within the District including certificates of insurance, lien waivers, prevailing wage documents, certified payroll reports and performance and labor and material bonds.
- Oversee all bond issues and debt service from bond issues. Work closely with finance consultants, bond counsel, Executive Director, and auditor on all bond and debt issues.
- Administer and process services for the recording and paying of bi-weekly, quarterly and yearly federal, state and social security payroll taxes and issue and balance W-2 forms, Complete journal entries as required, Prepare and submit monthly IMRF deposits as Authorized Agent. Submit deferred compensation payments.
- Accounts Payable: work with Finance staff to proof bills and vouchers, maintain vendor file, input vouchers, print vendor checks and generate all reports.

#### HR MANAGEMENT:

- Oversee Human Resources functions and maintain records for the Conservation District.
- Recruit, hire, train, supervise and evaluate Business Office staff.
- Adhere to and enforce staff compliance with organizational policies and procedures.
- Administer the employee benefits program of Medical, Dental, and Life insurance and assist in employee insurance claims and reports.
- Develop and maintain a confidential personnel record system containing all pertinent data for each employee.
- Assist in orientation of all new full-time employees in regard to procedures and benefits.
- Administration and Planning & Safety:
- Establish, monitor and achieve departmental goals.
- Participate in strategic planning for the department and Conservation District.
- Serve as member of the management team and other appointed committee assignments.
- Conducts staff meetings with direct reports.
- Maintain a good working relationship with other community agencies, exchanging information, procedures, ideas, etc. for mutual benefit.
- Review and be responsible for all record-keeping procedures, forms and systems, and make recommendations as to methods of simplifications and conversion to mechanization of these systems and procedures.
- Prepare studies and conduct projections that may have any impact on future ability of the Conservation District to meet its financial obligations.
- Maintain all records including ordinances and resolutions pertaining to staff, board and committee meetings and file all records of the District with appropriate county offices.
- Maintain a capital asset replacement program schedule.
- Attend Conservation District Board Meetings and other meetings when they pertain the Conservation District and other duties as assigned.

- Participate and join professional educational training events/seminars and remain informed of current trends and issues in related responsibilities.
- Safety: Serve as a member of the Crisis Management Team.

## QUALIFICATIONS

- Bachelor's degree with a major in Public Finance, Accounting, Business Administration or related field.
- Thorough knowledge of accounting, budgeting, reporting processes, computer applications, internal audit and systems and control procedures.
- Knowledge of Generally Accepted Accounting Principles, computer-based accounting systems, cash management, investment instruments, and internal audit functions.
- Sound background in financial management and budgetary techniques as well as knowledge of management principles and practices. Ability to analyze and interpret complex financial documents.
- General knowledge proposal processing, and grant administration.
- Proven problem-solving, leadership and management skills.
- Ability to organize and supervise employees and maintain positive and effective working relationships with other employees.
- Excellent oral and written communication skills, including articulating complex messages to a diverse audience.
- Proficiency in MS Office, an expert level in MS Excel, and familiarity with current fund accounting financial software.

## OTHER REQUIREMENTS

- Must be a Certified Park and Recreation Professional (CPRP) or hold an equivalent certification in the government accounting or HR field (SPHR)
- Familiarity with Illinois statutes regarding local governments.
- CPR and First Aid certification within six months of employment.
- Valid Illinois driver's license and successful completion of a background check and drug screen.

Macon County Conservation District offers excellent benefits plans: Medical Insurance, IMRF Pension Plan, Time Off, educational and reward programs, and much more!

The position is required to be onsite - Monday-Friday.

## RECRUITING CONTACT

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